

**WORKSHEET TO DETERMINE  
REIMBURSEMENT FOR REGISTRATION FEES**

Child's Name	For Agency Use
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Check one box only under each item (A) - (D):

- (A) TYPE OF CARE: ☐ Center Child Care ☐ Family Day Care  
(exclude In-Home/Exempt Care)
- (B) AGE GROUP OF CHILD: ☐ Under 2 years ☐ 2 - 5 years ☐ 6+ years
- (C) STATUS OF CARE: ☐ Part-time ☐ Full-Time
- (D) TYPE OF PAYMENT: ☐ Hourly ☐ Daily ☐ Weekly ☐ Monthly
- (E) APPLICABLE REGIONAL MARKET RATE (RMR) CEILING: \$ \_\_\_\_\_
- (F) PROVIDER RATE: \$ \_\_\_\_\_
- (G) PROVIDER REGISTRATION FEE: \$ \_\_\_\_\_
- (H) NUMBER OF MONTHS THE FEE WILL COVER: \_\_\_\_\_

Is the registration fee within the Regional Market Rate (RMR)? *(See reverse for instructions.)*

**STEP 1:** \_\_\_\_\_ / \_\_\_\_\_ = \_\_\_\_\_  
(G) (H) (I)

**STEP 2:**

a. If (D) = monthly, go to Step 3

b. If (D) = weekly, \_\_\_\_\_ / 4.33 = \_\_\_\_\_  
(I) (J)

c. If (D) = daily, \_\_\_\_\_ / 5 = \_\_\_\_\_  
(J) (K)

d. If (D) = hourly, \_\_\_\_\_ / 6.1 = \_\_\_\_\_  
(K) (L)

**STEP 3:** \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
(F) (I, J, K, or L) (M)

**STEP 4:** \_\_\_\_\_ (adjusted child care payment amount)  
(M)

\_\_\_\_\_ (ceiling level)  
(E)

Is (M) less than or equal to (E)? ☐ Yes ☐ No

If yes, then **ALL** of the fee is an allowable child care expense.

If no, then that portion of the fee which is **equal to** the RMR ceiling level is an allowable child care expense.

### **INSTRUCTIONS**

Complete Items (A) through (H).

**Step 1:** Divide (G) the registration fee by (H) the number of months the fee will cover, resulting in the monthly allocations of the registration cost (I).

**Step 2:**

- a. If (D) is monthly, proceed to Step 3.
- b. If (D) is weekly, complete as follows: divide the monthly allocation of the registration (I) by 4.33, resulting in the weekly allocation of the registration cost (J). Proceed to Step 3.
- c. If (D) is daily, complete Step 2 b. (above) and then complete Step 2 c. as follows: divide (J) the weekly registration cost by 5, resulting in the daily allocation of the registration cost (K). Proceed to Step 3.
- d. If (D) is hourly, complete Steps 2 b. and c. (above) and then complete Step 2 d. as follows: divide (K) by 6, resulting in the hourly allocation of the registration cost (L). Proceed to Step 3.

**Step 3:** Add (F) the actual childcare cost to (I, J, K, or L) the monthly, weekly, daily or hourly allocation of the registration cost, which equals the adjusted childcare payment (M).

**Step 4:** Compare the adjusted childcare payment amount (M) with the appropriate rate ceiling (E). If the adjusted payment is less than or equal to the RMR ceiling, then **ALL** the fee is reimbursable. If the adjusted payment is greater than the RMR ceiling, then that portion of the registration fee, which is **equal to** the RMR ceiling, is an allowable child care expense.